Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070121-6

REPORTS INVENTORY

CONTROL NO. 054

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
CAPER - List B - Status of Personnel Cases in Process in Investigations Division

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [x] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [x] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED
1--on 20th of month
4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)
twice each month

6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of the month
4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)
Computer Print-Out

8. ADP PROCESSING: [x] YES [ ] NO — IF YES GIVE ADP PROCESSING NO. 580

9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement) 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)
OCS
OS/SR & CD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

	PAGES		COST PER PAGE				
27 (Single Copy)			.05		1.35	24	32.40
108 (Multicopy)			.03		3.24	24	77.76
					TOTAL COSTS PER YEAR		$460.26

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing showing the Personnel cases pending in the Investigations Division, and the date each case was opened in ID. List used to validate manual records, and manual records used to validate the listing.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[ ] RETAIN AS IS
[ ] CHANGE
[ ] DISCONTINUE
[x] OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS 25X1

16. DATE OF INVENTORY
1 October 1974

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
Security Officer

18. EXTENSION

25X1

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(22-36-43)